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IDENTIFIERS	California Business Education Program Guide

ABSTRACT

This secondary unit of instruction on handling sales orders is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials: (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual: (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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ED195845

COMMON CORE UNITS IN BUSINESS EDUCATION:

SORTING, CHECKING, AND VERIFYING.

1977

CE027 600

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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SORTING, CHECKING, AND VERIFYING

Teacher's Guide

INTRODUCTORY NOTES

In this unit, the students are to assume they are being trained as new employees for the California Catalog Showroom Store (C.C.S.S.). The store sells consumer goods to the public; therefore, a sales tax of 6 percent is charged on all sales. Sales tax can be readily verified mentally or by using a 10-key adding machine or a 6 percent sales tax chart.

As new store employees, students will be using a C.C.S.S. Employee Training Manual (*Student Working Papers*). Students should be encouraged to progress at their own pace through this manual. The manual includes all questions and source documents necessary to complete the unit. All tasks in the manual are referred to as *jobs* rather than activities. The jobs included in this unit are not difficult, yet they will challenge most students since they demand careful work skills. Reviews and self-evaluations are built into the unit.

On-the-job training is given on tape. The time between listening and doing is kept at a minimum. Students will listen for a short time and then become active in either looking at an illustration or completing a job. The students will work through four tapes. Each tape is progressively shorter; students will feel they are progressing at a faster and faster rate while going through each tape. Except for the answers to the pre-/post-test, job answers are included on the tapes. You should stress to your students the importance of completing each job before listening to the job answers on the tape. If a student does copy answers off the tape, s/he will most likely fail the post-test and have to complete the entire unit again.

CE027 609

UNIT OBJECTIVES

Upon completion of this unit, students will be able to accurately complete sales order forms. Using 45 sales orders, they will be able to do each of the following activities with at least 90 percent accuracy:

- SORT 45 sales orders into alphabetical and numerical order.

Unit Objectives, Continued

- CHECK and compare names and numbers on sales orders with names and numbers on the form to which they have been transferred and make the necessary corrections.

- VERIFY data for accuracy and omissions by answering questions relating to the sales orders.

MATERIALS NEEDED

- Cassette tapes 1—4 (Sorting, Checking, and Verifying)
- Student Working Papers (C.C.S.S. Employee Training Manual)
- A pair of scissors
- Optional: A 6 percent sales tax chart
  Use of rubber fingers or finger moisture cream

GETTING STARTED

- Give the student Working Papers (C.C.S.S. Training Manual)
- Give the student Tape 1 of Sorting, Checking, and Verifying
- All instructions are given on tape — including the pre-test
- Upon completion of the four tapes, administer the post-test

TEACHING TIPS

At certain points in the tapes, *if* students experience difficulty, they are referred to the instructor for additional help. These teacher contact points are at the end of Tape 2 (Job 4-A), Tape 3 (Job 6-A), and Tape 4 (Job 8-A). Carelessness is indicated if students score 70 percent or below on Review Jobs 4-A, 6-A, or 8-A. The teacher should make sure that these students have a functional knowledge of the alphabet and are skilled in numerical filing. Accuracy, rather than speed, should be stressed for jobs in this unit.

Most students should progress through this unit with little or no help from the instructor. You may find the following check points helpful in tracking student progress:

Teaching Tips, Continued

Check Point	Activity	Things to Note
1	End of Tape 1	Sales Orders 10099-10104 completed Instructions said "PRINT"
2	End of Tape 2	Jobs 1–4 completed
3	End of Tape 3	Jcbs 5–6 completed
4	End of Tape 4	Jobs 7–8 completed
5	Post-test	Evaluation/Grade

It is desirable for each student to have a copy of the student working papers (C.C.S.S. Training Manual). If budget restrictions do not permit your making a copy of the working papers for each student, you do have another option. You may place pages 1–17 (omitting test, pp. 4–6) of the working papers in separate binders or folders. The students would not be allowed to write in these folders. Job answer sheets (sample attached), however, would be used for students to record their answers. Sales orders 10060–10098 could be reused by storing them in envelopes. You would need only 5–10, or as many complete sets of the student working papers as you expect to have students working on this unit at any one time. Under this plan you would need copies of the job answer sheet, page 17 of the working papers, sales orders 10099–10104, and the post-test for each student – or as little as six sheets of paper for each student.

PRE-/POST-TEST ANSWERS

To challenge the unit, students must earn a score of at least 90% accuracy on each of the five sections of the pre-/post-test. Since the pre-/post-test is time consuming, it is suggested that most students skip the pre-test and start immediately with Tape 1. Since the pre-/post-test is a part of the student working papers, if you decide to skip the test, be sure to remove pages 4–6 and the last page of sales order forms (No. 10105-10106) from the student working papers. Staple these pages together to use as a post-test. A second post-test has also been included for your convenience.

Sample job sheets pre-/post-tests, and the correct answers are included on the pages which follow.

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 1

2. 10062
4. 10102
8. 10076
9. 10078
10. 10067
16. 10101
19. 10073
24. 10100
30. 10104
33. 10071
36. 10068
40. 10084
42. 10079
43. 10077
44. 10075
45. 10063

Job 2

ANAHEIM
AUBURN
BAKERSFIELD ✓
CARMEL
CHICO
CRESCENT CITY
EL CENTRO ✓
ESCONDIDO
FORT BRAGG
FRESNO ✓
LOS ANGELES ✓
MARYSVILLE ✓
MODESTO
MONTEREY
NEWPORT BEACH ✓
RIVERSIDE ✓
SACRAMENTO ✓
SAN BERNARDINO
SAN DIEGO ✓
SAN FRANCISCO ✓
SAN JOSE ✓
STOCKTON
TAHOE CITY
TURLOCK
UKIAH ✓
VISALIA
WALNUT CREEK ✓

Job 3

1. 10070
2. 10076
3. 10081
4. 10073
5. 10091
6. 10094
7. 10095
8. 10064
9. 10086
10. 10082

Job 4

1. 7
2. women
3. 2
4. 8
5. 1
6. 6
7. 3
8. 2
9. 11
10. 8

Job 4A

1. 6
2. 14
3. 4
4. 6
5. 6
6. 3
7. 6
8. 16
9. women
10. Jade Bracelet

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1				
2				
3				
4				
4-A				

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 5

1. 10064
2. 10067
3. 10071
4. 10074
5. 10078
6. 10080
7. 10084
8. 10086
9. 10090
10. 10096

Job 6

1. Oceanside
2. $ 56.34
3. Elsie Flanagan
4. 10
5. 30
6. Juan Chacon
7. (714)384-2217
8. $158.94
9. $211.89
10. 25
11. A purse
12. $262.54
13. $189.21
14. $ 11.94

Job 6A

1. Juan Chacon
2. 5
3. 2
4. T. Flannagan
5. (714) 667-2143
6. El Toro
7. 2
8. .24¢
9. 1
10. 1
11. 20
12. $ 49.95
13. Luggage
14. 7
15. $285.43
16. 3
17. 6
18. 2

Job 7

1. $ 21.32
2. $355.31
3. 10060
4. 10068
5. 10070
6. 10075
7. 10081
8. 10087
9. 10089
10. 10090
11. $376.63
12. Marion Norman

Job 8

1. *
2. *
3. $ 25.41
4. Mastercharge
5. $422.19
6. 6
7. out-of-stock
8. Ralph Gaeir
9. $352.05
10. 7

Job 8A

1. 11
2. $184.70
3. Randy Gaier
4. 1
5. check
6. Clif Brown
7. C. Christen
8. Slim Billfold
9. Chris
10. Newport Beach

SELF EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				
6A				
7				
8				
8A				

*Several parts to answer – check tape 4.

PRE-TEST/POST-TEST I
PART 1

NAME KEY

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1.	17	1. How many sales orders were completed for women?
2.	Women	2. Did more men or women purchase styler dryers?
3.	6	3. How many Shower Massagers No. P30182 were sold?
4.	7	4. How many customers ordered three different items on one form?
5.	Christopherson, J.	5. Which customer had the highest sales total on one form?
6.	(408) 349-1243	6. What is John Christopherson's phone number?
7.	33 Carlos Place	7. What is the street address of Ray Carver?
8.	2	8. How many customers purchased Alarm Clock No. H20168?
9.	$11.99	9. What was the amount of the highest sales tax on any one form?
10.	10077	10. Which sales order was made out to Franklin Washington?
11.	$1.40 (or) Wristband	11. What was the least expensive item sold during the day?
12.	$20.11	12. What was the total amount (including tax) on Sales Order 10079?
13.	Riverside	13. In what city does Diana Hennry live?
14.	10	14. How many sales slips did Chris complete?
15.	$19.95	15. What is the price of one Crock Pot No. H20128?
16.	5	16. How many people paid using a BankAmericard?
17.	1	17. How many wrist exercisers (No. S80171) sold?
18.	2	18. How many Aluminum Tennis Rackets (No. S80192) sold?
19.	5	19. How many customers have a phone number in the 209 area code?
20.	$189.21	20. What was the total amount sold to Diane Henry?

PRE-TEST/POST-TEST I

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
		Marilyn				
10061	4/7/76	Arellano, ~~M.~~	Bob	$ 88.25	$ 5.30	$ 93.55
10076					3.19	
~~10067~~	4/7/76	Carver, Ray	Chris	53.15	~~3.91~~	56.34
10078		Chacon				
~~10087~~	4/7/76	~~Choeen,~~ Juan	Ann	51.65	3.10	54.75
10082		Tamura	Chris	35.47		37.60
~~10092~~	4/7/76	~~Tamora~~, George	~~Terry~~	~~35.74~~	2.13	~~37.00~~
				33.43	2.01	35.44
10093	4/7/76	Kinney, Sara	Ann	~~34.47~~	~~2.07~~	~~36.54~~
				$261.95	$ 15.73	$277.68
				~~$263.26~~	~~$ 16.51~~	~~$278.24~~

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	$ 13.95	$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines. Be sure to use only forms 10060–10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
6th order form in the stack 10065

4th	10063	14th	10073	25th	10084	34th	10093
5th	10064	17th	10076	27th	10086	35th	10094
7th	10066	18th	10077	30th	10089	37th	10096
9th	10068	21st	10080	31st	10090	38th	10097
11th	10070	24th	10083	33rd	10092	39th	10098

Section II

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
9th order form in the stack 10060

2nd	10062	7th	10078	17th	10098	25th	10094
3rd	10070	8th	10067	18th	10066	26th	10093
4th	10074	14th	10087	20th	10091	27th	10071
5th	10097	15th	10089	21st	10088	36th	10079
6th	10076	16th	10073	22nd	10065/80/85	38th	10075

KEY: PRE-TEST/POST-TEST I

☒ MR. ☐ MS. LAST NAME: KEATS RANDAL

ADDRESS: 21 OAK GROUE

CITY: SAN CARLOS STATE: CA

ZIP: 94070 DATE: MO 4 DAY 8 YR 76 TELEPHONE NO. A.C. 415 5992217

SALES ORDER 10105

SALES CLK.

☐ CASH ☐ CHECK ☒ BA ☐ MC ☐ GIFT CERT.

STOCK NO.	QTY	DESCRIPTION	PAGE NO.	UNIT PRICE	TOTAL
S80189	3	Baseball gloves	345	13 95	41 85
				MERCHANDISE TOTAL	41 85
				SALES TAX	2 51
				TOTAL	44 36

CALIFORNIA CATALOG
SHOWROOM STORE

☐ MR. ☒ MS. LAST NAME: SMITH BETTE

ADDRESS: 21 TOWN DRIUE

CITY: NAPA STATE: CA

ZIP: 94558 DATE: MO 4 DAY 8 YR 76 TELEPHONE NO. A.C. 707 2361127

SALES ORDER 10106

SALES CLK.

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

STOCK NO.	QTY	DESCRIPTION	PAGE NO.	UNIT PRICE	TOTAL
060157	2	Pens	237	3 97	7 94
				MERCHANDISE TOTAL	7 94
				SALES TAX	36
				TOTAL	8 30

CALIFORNIA CATALOG
SHOWROOM STORE

☐ MR. ☐ MS. LAST NAME:

ADDRESS:

CITY: STATE:

ZIP: DATE: MO DAY YR TELEPHONE NO. A.C.

SALES ORDER
Extra Form in case of errors

SALES CLK.

☐ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

STOCK NO.	QTY	DESCRIPTION	PAGE NO.	UNIT PRICE	TOTAL
		11			
				MERCHANDISE TOTAL	
				SALES TAX	
				TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

NAME_____ PRE-TEST/POST-TEST II

PART I

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1.	22	1. How many sales orders were completed for men?
2.	Men	2. Did more men or women purchase alarm clocks?
3.	7	3. How many electronic calculators (No. 060149) were sold?
4.	6	4. How many orders came from people living in San Diego?
5.	Elsie Flanagan	5. Which customer had the lowest sales total on one form?
6.	(213) 567-1337	6. What is John Christofferson's phone number?
7.	No	7. Did Elsie Flanagan pay by MasterCharge?
8.	14 Seaview Court	8. What is the street address of John Christofferson?
9.	3	9. How many customers purchased styler/dryer No. P30137?
10.	24¢	10. What was the amount of the lowest sales tax on any one form?
11.	10093	11. Which sales order was made out to Sara Kinney?
12.	Electronic LED Watch	12. What was the most expensive item sold during the day?
13.	$98.21	13. What was the total amount (including tax) on sales order No. 10092?
14.	9	14. How many people paid cash for their orders?
15.	Tracy	15. In what city does Diane Henry live?
16.	14	16. How many sales slips did Bob complete?
17.	8	17. How many people paid using a MasterCharge card?
18.	12	18. How many customers have a phone number in the 714 area code?
19.	$158.94	19. What was the total amount (including tax) sold to Jose Rodriquez?
20.	One Emotion Ring	20. What did Ms. Flanagan purchased by check?

PRE-TEST/POST-TEST II

PART II

DIRECTIONS: Use sales slips 10061 through 10098 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY GIFT CERTIFICATES

Sales Order	Date	Customer	Sales Clerk	Merch. Total	Sales Tax	Total
		Trihn			1.14	
10079	4/7/76	~~Thrin~~, Doris	Bob	$ 18.97	~~$ 1.41~~	$ 20.11
10094			Chris	34.47		36.54
~~10049~~	4/7/76	Johnson, Caroline	~~Ann~~	~~34.74~~	2.07	~~36.45~~
		Cailo				88.90
10097	4/7/76	~~Caillo~~, Conception	Terry	83.87	5.03	~~89.80~~
				$137.31	$ 8.24	
				~~$137.58~~	~~$8.51~~	$145.55

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. James Reedy 33 Oak Court San Carlos, CA 94070 (415) 591-1112	M/C	3 tennis rackets No. S80191 p. 345	$ 13.95	$ 2.51
10106	Ms. June Richmond 33 Bell Avenue Napa, CA 94558 (707) 211-3267	Cash	1 pen No. 060158 p. 238	4.00	.24

PRE-TEST/POST-TEST II

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines.

Section I

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below. Be sure to use only forms 10060 –10098.

Examples: 1st order form in the stack 10061
8th order form in the stack 10067

3rd	10070	10th	10081	19th	10096	26th	10093
5th	10097	11th	10072 or 92	20th	10091	28th	10095
6th	10076	13th	10083	21st	10088	29th	10090
7th	10078	14th	10087	23rd	10065/80/85	32nd	10064 or 86
9th	10060	17th	10098	24th	10065/80/85	34th	10084

Section II

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 3rd order form from the top of the stack. Be sure to use only forms 10060–10098.

Examples: 2nd order form in the stack 10061
7th order form in the stack 10066

3rd	10062	15th	10074	23rd	10082	33rd	10092
6th	10065	16th	10075	26th	10085	34th	10093
8th	10067	17th	10076	28th	10087	36th	10095
10th	10069	19th	10078	29th	10088	37th	10096
12th	10071	22nd	10081	32nd	10091	38th	10097

SALES ORDER
10105

☒ MR. ☐ MS. LAST NAME: REEDY JAMES

ADDRESS: 33 OAK COURT

CITY: SAN CARLOS STATE: CA

ZIP: 94070 DATE: MO 4 DAY 8 YR 76 TELEPHONE NO.: A.C. 415 5911112

SALES CLK. ☐ CASH ☐ CHECK ☐ BA ☒ MC ☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
S80191	3	Tennis rackets	345	13 45	41 85
				MERCHANDISE TOTAL	41 85
				SALES TAX	2 51
				TOTAL	44 36

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10106

☐ MR. ☒ MS. LAST NAME: RICHMOND JUNE

ADDRESS: 33 BELL AVENUE

CITY: NAPA STATE: CA

ZIP: 94558 DATE: MO 4 DAY 8 YR 76 TELEPHONE NO.: A.C. 707 2113267

SALES CLK. ☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
060158	1	Pen	238	4 00	4 00
				MERCHANDISE TOTAL	4 00
				SALES TAX	24
				TOTAL	4 24

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
Extra Form in case of errors

☐ MR. ☐ MS. LAST NAME:

ADDRESS:

CITY: STATE:

ZIP: DATE: MO DAY YR TELEPHONE NO.: A.C.

SALES CLK. ☐ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
				MERCHANDISE TOTAL	
				SALES TAX	
				TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 1

2. _____
4. _____
8. _____
9. _____
10. _____
16. _____
19. _____
24. _____
30. _____
33. _____
36. _____
40. _____
42. _____
43. _____
44. _____
45. _____

Job 2

ANAHEIM
AUBURN
BAKERSFIELD
CARMEL
CHICO
CRESCENT CITY
EL CENTRO
ESCONDIDO
FORT BRAGG
FRESNO
LOS ANGELES
MARYSVILLE
MODESTO
MONTEREY
NEWPORT BEACH
RIVERSIDE
SACRAMENTO
SAN BERNARDINO
SAN DIEGO ✓
SAN FRANCISCO
SAN JOSE
STOCKTON
TAHOE CITY
TURLOCK
UKIAH
VISALIA
WALNUT CREEK

Job 3

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Job 4

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Job 4A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1				
2				
3				
4				
4-A				

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 5

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Job 6

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Job 6A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

Job 7

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Job 8

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SELF EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				
6A				
7				
8				
8A				

Job 8A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Sorting, Checking, & Verifying

COMMON CORE UNITS IN BUSINESS EDUCATION

SORTING, CHECKING AND VERIFYING

Written by

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San Bruno, California

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TRAINING MANUAL

for

C. C. S. S.
Employees

California Catalog
Showroom Store

2700 Van Ness Avenue
San Francisco, CA 94019
(415) 878-9449

Manager: Ms. Parson

TRAINING PROGRAM

OBJECTIVES

Upon completion of this training you will be able to accurately complete sales order forms. Using 45 sales orders, you will be able to do each of the following activities with 90 per cent accuracy.

- SORT 45 sales orders into alphabetical and numerical order.
- CHECK and compare names and numbers on the sales orders with names and numbers on the form to which they have been transferred and make the necessary corrections.
- VERIFY data for accuracy and omissions by answering questions relating to the sales orders.

PRE-TEST/POST-TEST I
PART 1

NAME _____

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1.	_____	1. How many sales orders were completed for women?
2.	_____	2. Did more men or women purchase styler dryers?
3.	_____	3. How many Shower Massagers No. P30182 were sold?
4.	_____	4. How many customers ordered three different items on one form?
5.	_____	5. Which customer had the highest sales total on one form?
6.	_____	6. What is John Christopherson's phone number?
7.	_____	7. What is the street address of Ray Carver?
8.	_____	8. How many customers purchased Alarm Clock No. H20168?
9.	_____	9. What was the amount of the highest sales tax on any one form?
10.	_____	10. Which sales order was made out to Franklin Washington?
11.	_____	11. What was the least expensive item sold during the day?
12.	_____	12. What was the total amount (including tax) on Sales Order 10079?
13.	_____	13. In what city does Diana Hennry live?
14.	_____	14. How many sales slips did Chris complete?
15.	_____	15. What is the price of one Crock Pot No. H20128?
16.	_____	16. How many people paid using a BankAmericard?
17.	_____	17. How many wrist exercisers (No. S80171) sold?
18.	_____	18. How many Aluminum Tennis Rackets (No. S80192) sold?
19.	_____	19. How many customers have a phone number in the 209 area code?
20.	_____	20. What was the total amount sold to Diane Henry?

PRE-TEST/POST-TEST

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10061	4/7/76	Arellano, M.	Bob	$ 88.25	$ 5.30	$ 93.55
10067	4/7/76	Carver, Ray	Chris	53.15	3.91	56.34
10087	4/7/76	Chocon, Juan	Ann	51.65	3.10	54.75
10092	4/7/76	Tamora, George	Terry	35.74	2.13	37.06
10093	4/7/76	Kinney, Sara	Ann	34.47	2.07	36.54
				$263.26	$ 16.51	$278.24

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order form No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	$ 13.95	$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them alon the dotted lines. Be sure to use only forms 10060–10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
6th order form in the stack 10065

4th _____	14th _____	25th _____	34th _____
5th _____	17th _____	27th _____	35th _____
7th _____	18th _____	30th _____	37th _____
9th _____	21st _____	31st _____	38th _____
11th _____	24th _____	33rd _____	39th _____

Section II

DIRECTIONS: Place the ales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
9th order form in the stack 10060

2nd _____	7th _____	17th _____	25th _____
3rd _____	8th _____	18th _____	26th _____
4th _____	14th _____	20th _____	27th _____
5th _____	15th _____	21st _____	36th _____
6th _____	16th _____	22nd _____	38th _____

THE SALES ORDER

DEPARTMENT CODES

J-10	=	Jewelry	M-50	=	Music
H-20	=	Household	O-60	=	Office Supplies
P-30	=	Personal Care	T-70	=	Toys
L-40	=	Luggage	S-80	=	Sporting Goods

SALES ORDERS FOR STUDENTS TO COMPLETE

Sales Order Number	Customer	Method of Payment	Item Purchased	Catalog Number & Page	Cost Each	Total Sales Tax
10099	Mr. Ralph Gaeir 727 North Lake Drive Antioch, CA 94509 (415) 757-2239	B/A	2 - Fishing reels	No. S80187 p. 347	$ 14.00	$ 1.68
10100	Ms. Diane Galvin 23 Meadowbrook Court Pittsburg, CA 94565 (415) 439-2700	Gift Cert.	4 - Sleeping bags	No. S80143 p. 343	19.00	4.56
10101	Ms. Barbara Coats 331 Elsie Court Martinez, CA 94553 (415) 228-3146	Cash	1 - Mixing bowl set	No. H20123 p. 76	6.00	.36
10102	Mr. Bob Bentley 21 North Gate Road Vallejo, CA 94590 (707) 644-3026	Check	3 - Baseball bats 1 - Softball	No. S80188 No. S80186 p. 345	7.50 1.50	1.35 .09
10103	Ms. Judy Bendure 621 Hilltop Drive Oroville, CA 95965 (916) 236-9212	Check	2 - Pen and pencil sets	No. 060156 p. 237	12.95	1.55
10104	Mr. Larry Hopkins 37 Tiptoe Court Sonora, CA 95370 (209) 347-1126	Cash	1 - Bathroom scale 2 - Bath mats	No. H20129 No. H20131 P. 68	8.35 3.00	.50 .36

JOB ANSWER SHEET

JOB 1

2. 10062 (2nd from top)	10. _____	30 _____	42. _____
4. _____	16. _____	33. _____	43. _____
8. _____	19. _____	36. _____	44. _____
9. _____	24. _____	40. _____	45. _____

JOB 2

ANAHEIM	FRESNO	SAN DIEGO ✓
AUBURN	LOS ANGELES	SAN FRANCISCO
BAKERSFIELD	MARYSVILLE	SAN JOSE
CARMEL	MODESTO	STOCKTON
CHICO	MONTEREY	TAHOE CITY
CRESCENT CITY	NEWPORT BEACH	TURLOCK
EL CENTRO	RIVERSIDE	UKIAH
ESCONDIDO	SACRAMENTO	VISALIA
FORT BRAGG	SAN BERNARDINO	WALNUT CREEK

JOB 3

(You will not use all the blanks)

1. 10070	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1.				
2.				
3.				

JOB 4

1. How many sales orders were completed by Terry? _____
2. Did more men or women purchase Styler/Dryers? _____
3. How many Steam and Dry Irons (No. H20136) were sold? _____
4. How many customers paid by using a MasterCharge card? _____
5. How many men purchased a Rower Exerciser No. S80168? _____
6. How many sales orders were from San Francisco? _____
7. How many Tan Metal Bookcases No. 060127 were sold? _____
8. How many rower exercisers were sold? _____
9. How many customers paid by cash? _____
10. How many sales orders were completed by Ann? _____

JOB 4-A

IF YOU SCORED *GOOD* OR *EXCELLENT* ON JOB 4, you may SKIP these questions. Go directly to Job 5 on page 11.

1. How many sales orders were completed for people in Los Angeles? _____
2. How many sales orders were completed by Bob? _____
3. How many sleeping bags were sold? _____
4. How many shower massagers were sold? _____
5. How many customers paid by BankAmericard? _____
6. How many women purchased electronic calculators? _____
7. How many sales orders were completed for people living in San Diego? _____
8. How many customers paid by check? _____
9. Did more women or men purchase styler/dryers? _____
10. What item was purchased on sales order No. 10069? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
4				
4-A				

JOB 5

Example: 3rd (from top) 10062

1. 5th _____
2. 8th _____
3. 12th _____
4. 15th _____
5. 19th _____
6. 21st _____
7. 25th _____
8. 27th _____
9. 31st _____
10. 37th _____

JOB 6

1. In what city does Ted Penrose live? _____
2. What was the amount of the total sales (including tax) to Ray Carver? _____
3. Which customer purchased an Emotion Ring? _____
4. How many sales came from Area Code 415? _____
5. How many sales (including tax) were for under $50? _____
6. Which customer purchased two tennis rackets? _____
7. What is Ms. Flannagan's phone number? _____
8. What was the total dollar amount (including tax) sold to Mr. Rodriquez? _____
9. What was the total amount (including tax) sold to Christopherson? _____
10. How many sales slips were completed for men on 4/7/76? _____
11. Which item was out of stock? _____
12. What was the dollar amount of sales in the Household Department (not including tax)? _____
13. What was the total dollar amount (including tax) sold to Ms. Henry? _____
14. What was the highest sales tax on one order? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				

JOB 6-A

IF YOU SCORED *GOOD* OR *EXCELLENT* ON JOB 6, you may SKIP these questions. Go directly to Job 7 on page 13.

1. Which customer purchased three wrist bands? _____
2. How many sales were for over $100 (including tax)? _____
3. How many sales were from Area Code 408? _____
4. Which customer purchased a skateboard? _____
5. What is Mr. Christian's phone number? _____
6. In what city does Ms. Flannagan live? _____
7. How many sales orders were completed for Jose Rodriquez? _____
8. What was the amount of the lowest sales tax on any one order? _____
9. How many sales orders were completed for Ms. Hennry? _____
10. How many items were out of stock? _____
11. How many sales slips were completed for women on 4/7/76? _____
12. What was the dollar amount of sales (excluding tax) in the Toy Department? _____
13. Which department is identified by the code L-40? _____
14. How many electronic calculators were sold? _____
15. What was the dollar amount of sales (excluding tax) in the Jewelry Department? _____
16. How many styler/dryers were sold? _____
17. How many sales came from customers living in San Diego? _____
18. How many steam and dry irons were sold? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
6-A				

JOB 7

1. What was the total amount of sales tax on MasterCharge sales? _____
2. What was the merchandise total on MasterCharge sales? _____

3-10. Which sales order numbers were charged on MasterCharge cards?

3. _____ 5. _____ 7. _____ 9. _____

4. _____ 6. _____ 8. _____ 10. _____

11. What was the sales total (including tax) on MasterCharge sales? _____
12. Which customer made the smallest purchase on a MasterCharge card? _____

JOB 8

1. List two customers who ordered exactly the same items: _____
2. Mr. Yamamoto feels there is a mistake on his sales order. Find and correct the error. _____
3. Find and correct the error in one of Chris' sales orders. _____
4. Which credit card was used more frequently on 4/7/76: MasterCharge or BankAmericard? _____
5. What was the total amount (including tax) sold by Terry? _____
6. How many customers live within the 213 Area Code? _____
7. Why was a line drawn through No. L40101 on order No. 10095? _____
8. Which customer purchased two fishing reels? _____
9. What was the total amount (including tax) sold by Ann? _____
10. How many of the customers purchased three different items on one order form? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
7				
8				

JOB 8-A

IF YOU SCORED *GOOD* OR *EXCELLENT* on Job 8, you may SKIP these questions. Ask your instructor for the Post-Test.

1. How many customers purchased only two different items on one order form? _____
2. What was the total amount (including tax) sold on the order forms you completed? _____
3. Which customer purchased a Thermos? _____
4. How many customers live within the 805 Area Code? _____
5. Were there more sales by cash or by check on 4/7/76? _____
6. Which customer made a master charge purchase for a total of $37.06? _____
7. Which customer made the highest total purchase using a Master Charge card? _____
8. What did J. McCormick purchase? _____
9. Which sales clerk completed order number 10082? _____
10. What city has the zip code 92661? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
8-A				

SALES ORDER
10099

☐ MR. ☒ MS. LAST NAME: GAEIR RALPH
ADDRESS: 727 NORTH LAKE DRIVE
CITY: ANTIOCH STATE: CA
ZIP: 94509 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 415 7572239
SALES CLK.: Student
☐ CASH ☐ CHECK ☒ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	S80187	2	2-Fishing reels	347	14 00	28 00
					MERCHANDISE TOTAL	28 00
					SALES TAX	1 68
					TOTAL	29 68

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10100

☐ MR. ☒ MS. LAST NAME: GALUIN DIANE
ADDRESS: 23 MEADOWBROOK COURT
CITY: PITTSBURG STATE: CA
ZIP: 94565 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 415 4392700
SALES CLK.: Student
☐ CASH ☐ CHECK ☐ BA ☐ MC ☒ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	S80143	4	Sleeping Bags	343	19 00	76 00
					MERCHANDISE TOTAL	76 00
					SALES TAX	4 56
					TOTAL	80 56

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10101

☐ MR. ☒ MS. LAST NAME: COATS BARBARA
ADDRESS: 331 EISIE COURT
CITY: MARTINEZ STATE: CA
ZIP: 94553 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 415 2283146
SALES CLK.: Student
☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	N20123	1	Mixing Bowl Set	76	6 00	6 00
					MERCHANDISE TOTAL	6 00
					SALES TAX	36
					TOTAL	6 36

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER

☒ MR. ☐ MS. LAST NAME: BENTLEY BOB

ADDRESS: 21 NORTH GATE ROAD

CITY: VALLEJO STATE: CA

ZIP: 94590 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 707 644 3026

SALES CLK.: Student

SALES ORDER: 10102

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	S80188	3	Baseball Bats	345	7 50	22 50
	S80186	1	Soft Ball	345	1 50	1 50
					MERCHANDISE TOTAL	24 00
					SALES TAX	1 44
					TOTAL	25 44

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER

☐ MR. ☒ MS. LAST NAME: BENDURE JUDY

ADDRESS: 621 HILLTOP DRIVE

CITY: OROVILLE STATE: CA

ZIP: 95965 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 916 236 9212

SALES CLK.: Student

SALES ORDER: 10103

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	060156	2	Pen and Pencil Sets	237	12 95	25 90
					MERCHANDISE TOTAL	25 90
					SALES TAX	1 55
					TOTAL	27 45

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER

☒ MR. ☐ MS. LAST NAME: HOPKINS LARRY

ADDRESS: 37 TIPTOE COURT

CITY: SONORA STATE: CA

ZIP: 95370 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 209 347 1126

SALES CLK.: Student

SALES ORDER: 10104

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
	H20129	1	Bathroom Scale	68	8 35	8 35
	H20431	2	Bath Mats	68	3 00	6 00
					MERCHANDISE TOTAL	14 35
					SALES TAX	86
					TOTAL	15 21

CALIFORNIA CATALOG SHOWROOM STORE

SALES SUMMARY MASTER CHARGE

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10060	4/7/76	Christen, Chris	Terry	$101.15	$ 6.07	$107.22
10068	4/7/76	Penrose, Ted	Ann	88.70	5.23	94.02
10070	4/7/76	Brown, Clifford	Chris	34.96	2.10	37.06
10075	4/7/76	Wong, Tina	Ann	35.19	2.15	38.06
10081	4/7/76	Christian, C.	Chris	41.70	2.50	44.20
10088	4/7/76	Delgala, Teresa	Bob	18.95	1.14	19.09
10089	4/7/76	Deluna, J.	Ann	23.97	1.44	25.41
10090	4/7/76	Norman, Mari	Ann	9.97	.60	10.57
				$354.59	$21.23	$375.63

A Hint: Start by sorting out all sales orders with Master Charge checked.

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER **10060**

☑ MR. ☐ MS. LAST NAME: Christen Chris

ADDRESS: 10 Scenic Place

CITY: San Francisco STATE: CA

ZIP: 94121 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A/C 415 329 7142

SALES CLK.: Terry

☐ CASH ☐ CHECK ☐ BA ☑ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	M50128	1	Pocket Radio	170	16 95	16 95
✓	M50131	4	Cassette Tapes (60 min.)	173	1 75	7 00
✓	060127	1	Metal Bookcase - Tan	208	77 20	77 20
					MERCHANDISE TOTAL	101 15
					SALES TAX	6 07
					TOTAL	107 22

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER **10061**

☐ MR. ☒ MS. LAST NAME: ARELLANO MARILYN

ADDRESS: 3924 PALISADES PLACE

CITY: SAN DIEGO STATE: CA

ZIP: 92116 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A/C 714 397 2641

SALES CLK.: Bob

☐ CASH ☐ CHECK ☒ BA ☐ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	060127	1	Metal Bookcase - Tan	228	77 20	77 20
✓	060147	2	3-Ring Binder - Red	241	1 40	2 80
✓	060197	1	Hole Punch - 3 hole	281	8 25	8 25
					MERCHANDISE TOTAL	88 25
					SALES TAX	5 30
					TOTAL	93 55

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER **10062**

☐ MR. ☒ MS. LAST NAME: AREVALO CARMEN

ADDRESS: 7777 MONTROSE

CITY: LOS ANGELES STATE: CA

ZIP: 90026 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A/C 213 672 4913

SALES CLK.: Ann

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20728	1	CANISTER VACUUM	73	59 50	59 50
					MERCHANDISE TOTAL	59 50
					SALES TAX	3 57
					TOTAL	63 07

39

☒ MR. ☐ MS. LAST NAME: YAMAMOTO JERRY

ADDRESS: 121 CLEARVIEW AVE.

CITY: SAN FRANCISCO STATE: CA

ZIP: 94131 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 415 8911-3647

SALES ORDER 10063

SALES CLK.: Bob

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	P30182	1	Shower Massager	146	23 50	24 50

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	24 50
SALES TAX	1 47
TOTAL	25 97

☒ MR. ☐ MS. LAST NAME: RODRIQUEZ JOSE

ADDRESS: 1291 MARSHALL ROAD

CITY: BAKERSFIELD STATE: CA

ZIP: 93304 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 805 449-3297

SALES ORDER 10064

SALES CLK.: Chris

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	J10179	1	ELECTRONIC WATCH L.E.D. QUARTZ	39	129 99	129 99

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	129 99
SALES TAX	7 80
TOTAL	137 79

☐ MR. ☒ MS. LAST NAME: HENRY DIANE

ADDRESS: ROUTE 1 BOX 117

CITY: TRACY STATE: CA

ZIP: 95376 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 209 421-6712

SALES ORDER 10065

SALES CLK.: Bob

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	P30182	1	Shower Massager	146	23 50	23 50

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	23 50
SALES TAX	1 41
TOTAL	24 91

☐ MR. ☑ MS. LAST NAME: Flannagan Tillie

ADDRESS: 25979 Toledo Drive

CITY: El Toro STATE: CA

ZIP: 92630 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 3842217

SALES ORDER 10066

SALES CLK. Terry

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	S80127	1	Skateboard	325	19 95	19 95
					MERCHANDISE TOTAL	19 95
					SALES TAX	1 20
					TOTAL	21 15

CALIFORNIA CATALOG SHOWROOM STORE

☑ MR. ☐ MS. LAST NAME: Chin Steue

ADDRESS: 3142 Danville Drive

CITY: San Diego STATE: CA

ZIP: 92120 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 6273490

SALES ORDER 10067

SALES CLK. Bob

☑ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20173	1	Deluxe Electric Can Opener	72	14 95	14 95
✓	S80102	1	7x35 mm Binoculars	305	32 95	32 95
					MERCHANDISE TOTAL	47 90
					SALES TAX	2 87
					TOTAL	50 77

CALIFORNIA CATALOG SHOWROOM STORE

☑ MR. ☐ MS. LAST NAME: Penrose Ted

ADDRESS: 36 Forest Knoll

CITY: Oceanside STATE: CA

ZIP: 92054 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 2377677

SALES ORDER 10068

SALES CLK. Ann

☐ CASH ☐ CHECK ☐ BA ☑ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20168	1	Alarm Clock	55	11 50	11 50
✓	060127	1	Tan Metal Bookcase	208	77 20	77 20
					MERCHANDISE TOTAL	88 70
					SALES TAX	5 32
					TOTAL	94 02

CALIFORNIA CATALOG SHOWROOM STORE

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10069

☐ MR. ☑ MS. LAST NAME: Sanchez Marie

ADDRESS: 367 Story Road Apt 401

CITY: San Francisco STATE: CA

ZIP: 94114 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 415 8253091

SALES CLK.: Terry

☑ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	J10129	1	Jade Bracelet	37	24 95	24 95
					MERCHANDISE TOTAL	24 95
					SALES TAX	1 50
					TOTAL	26 45

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10070

☑ MR. ☐ MS. LAST NAME: BROWN CLIFFORD

ADDRESS: 26 MOONGATE CIRCLE

CITY: SAN FRANCISCO STATE: CA

ZIP: 94133 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO A.C. 415 4331221

SALES CLK.: Chris

☐ CASH ☐ CHECK ☐ BA ☒ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20122	1	Screwdriver Set	67	10 99	10 99
✓	060149	1	Electronic Calculator	232	23 97	23 97
					MERCHANDISE TOTAL	34 96
					SALES TAX	2 10
					TOTAL	37 06

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10071

☑ MR. ☐ MS. LAST NAME: Mc Cormack Jim

ADDRESS: 4 Forest Place

CITY: San Jose STATE: CA

ZIP: 95124 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO A.C. 408 2951634

SALES CLK.: Terry

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	T70149	1	Toy Dump Truck 42	292	9 97	9 97
					MERCHANDISE TOTAL	9 97
					SALES TAX	60
					TOTAL	10 57

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10072

☐ MR. ☐ MS. LAST NAME: CHRISTOFFERSON JOHN

ADDRESS: 14 SEAVIEW COURT

CITY: LOS ANGELES STATE: CA

ZIP: 90046 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 213 5671337

SALES CLK.: Bob

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	P30137	1	Styke Dryer	122	18 97	18 97
					MERCHANDISE TOTAL	18 97
					SALES TAX	1 14
					TOTAL	20 11

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10073

☒ MR. ☐ MS. LAST NAME: FELDMAN SAM

ADDRESS: 4276 STARLIGHT ROAD

CITY: MARYSVILLE STATE: CA

ZIP: 95901 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 916 8971121

SALES CLK.: CHRIS

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	M50115	1	AM-FM PORTABLE RADIO	170	22 50	22 50
✓	P30182	2	SHOWER MASSAGERS	146	23 50	47 00
					MERCHANDISE TOTAL	69 50
					SALES TAX	4 17
					TOTAL	73 67

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10074

☑ MR. ☐ MS. LAST NAME: Parown Roosevelt

ADDRESS: 976 Jade Drive

CITY: San Diego STATE: CA

ZIP: 92126 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 5911537

SALES CLK.: Terry

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	M50157	1	Deluxe 4-piece Stereo System	171	129 90	129 90
			43			
					MERCHANDISE TOTAL	129 90
					SALES TAX	7 79
					TOTAL	137 69

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10075

☐ MR. ☒ MS. LAST NAME: WONG TINA

ADDRESS: 21 BRIER LANE APT 27

CITY: LOS ANGELES STATE: CA

ZIP: 90039 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 213 794-3251

SALES CLK.: Ann

☐ CASH ☐ CHECK ☐ BA ☑ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20190	1	TEAPOT	63	8 95	8 95
✓	A30121	1	CURL STYLING WAND	120	7 99	7 99
✓	A30137	1	STYLER DRYER	122	18 97	18 97
					MERCHANDISE TOTAL	35 91
					SALES TAX	2 15
					TOTAL	38 06

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10076

☐ MR. ☒ MS. LAST NAME: CARVER RAY

ADDRESS: 33 CARLOS PLACE

CITY: LOS ANGELES STATE: CA

ZIP: 90028 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 213 347-2065

SALES CLK.: Chris

☐ CASH ☐ CHECK ☒ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	060132	1	TYPEWRITER STAND - WALNUT	224	46 90	46 90
✓	060111	1	STAPLER	226	6 25	6 25
					MERCHANDISE TOTAL	53 15
					SALES TAX	3 19
					TOTAL	56 34

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10077

☒ MR. ☐ MS. LAST NAME: WASHINGTON FRANKLIN

ADDRESS: 12 SUNSET COURT

CITY: FRESNO STATE: CA

ZIP: 93705 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 209 347-2998

SALES CLK.: Bob

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	P30132	1	Hot-Letter Machine	140	18 49	18 49
✓	060149	1	Electronic Calculator	232	23 97	23 97
					MERCHANDISE TOTAL	42 46
					SALES TAX	2 55
					TOTAL	45 01

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10078

☒ MR. ☐ MS. LAST NAME: CHACON JUAN

ADDRESS: 19 LORI LANE

CITY: UKIAH STATE: CA

ZIP: 95482 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 707 5213067

SALES CLK.: Ann

☐ CASH ☐ CHECK ☑ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	S80192	2	ALUMINUM TENNIS RACKETS	325	17 95	35 90
✓	S80198	4 TINS	TENNIS BALLS	326	3 00	12 00
✓	S80194	3	WRIST BANDS	326	1 25	3 75
					MERCHANDISE TOTAL	51 65
					SALES TAX	3 10
					TOTAL	54 75

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10079

☐ MR. ☒ MS. LAST NAME: TRINH DORIS

ADDRESS: 1012 MATTERHORN DRIUE

CITY: MERCED STATE: CA

ZIP: 95340 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 209 6440029

SALES CLK.: Bob

☐ CASH ☐ CHECK ☐ BA ☐ MC ☑ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	P30137	1	Styler Dryer	122	18 97	18 97
					MERCHANDISE TOTAL	18 97
					SALES TAX	1 14
					TOTAL	20 11

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER 10080

☐ MR. ☒ MS. LAST NAME: HENRY DIANE

ADDRESS: ROUTE 1 BOX 117

CITY: TRACY STATE: CA

ZIP: 95376 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 209 4216712

SALES CLK.: Bob

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	J10161	1	Opal Ring	32	126 50	126 50
					MERCHANDISE TOTAL	126 50
					SALES TAX	7 59
					TOTAL	134 09

☒ MR. ☐ MS. LAST NAME: CHRISTIAN C

ADDRESS: 26 TIPTON COURT APT 12B

CITY: SAN DIEGO STATE: CA

ZIP: 92115 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 6672143

SALES ORDER 10081

SALES CLK. CHRIS

☐ CASH ☐ CHECK ☐ BA ☒ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	S80468	1	ROWER EXERCISER	309	32 95	32 95
✓	S80171	1	WRIST EXERCISER	310	8 75	8 75
					MERCHANDISE TOTAL	41 70
					SALES TAX	2 50
					TOTAL	44 20

CALIFORNIA CATALOG SHOWROOM STORE

☒ MR. ☐ MS. LAST NAME: TAMURA GEORGE

ADDRESS: 921 LEMON STREET

CITY: EUREKA STATE: CA

ZIP: 95501 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 707 3492163

SALES ORDER 10082

SALES CLK. CHRIS

☐ CASH ☐ CHECK ☒ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	060149	1	ELECTRONIC CALCULATOR	232	23 97	23 97
✓	H20168	1	ALARM CLOCK	85	11 50	11 50
					MERCHANDISE TOTAL	35 47
					SALES TAX	2 13
					TOTAL	37 60

CALIFORNIA CATALOG SHOWROOM STORE

☒ MR. ☐ MS. LAST NAME: CHRISTOPHERSON JOHN

ADDRESS: 1009 FLEOA AUENUE

CITY: GONZALES STATE: CA

ZIP: 93926 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 408 3491243

SALES ORDER 10083

SALES CLK. Bob

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	060173	2	Manual Typewriter-Elite Type	225	99 95	199 90
					MERCHANDISE TOTAL	199 90
					SALES TAX	11 99
					TOTAL	211 89

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER
10084

☐ MR. ☒ MS. LAST NAME: SLAUGHTER PEGGY

ADDRESS: 1876 BLOSSOM STREET

CITY: EL CENTRO STATE: CA

ZIP: 92243 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 992-3427

SALES CLK.: Bob

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	S80168	1	Rower Exercicer	309	32 95	32 95
					MERCHANDISE TOTAL	32 95
					SALES TAX	1 98
					TOTAL	34 93

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10085

☐ MR. ☑ MS. LAST NAME: Henry Diane

ADDRESS: Route 1 Box 117

CITY: Tracy STATE: CA

ZIP: 95376 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 209 421-6712

SALES CLK.: Terry

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20190	1	Drip Coffee Maker	76	28 50	28 50
					MERCHANDISE TOTAL	28 50
					SALES TAX	1 71
					TOTAL	30 21

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10086

☒ MR. ☐ MS. LAST NAME: RODRIQUEZ JOSÉ

ADDRESS: 1297 MARSHALL ROAD

CITY: BAKERSFIELD STATE: CA

ZIP: 93304 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 805 449-3247

SALES CLK.: CHRIS

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20128	1	Crock-Pot	83	19 95	19 95
					MERCHANDISE TOTAL	19 95
					SALES TAX	1 20
					TOTAL	21 15

CALIFORNIA CATALOG
SHOWROOM STORE

☐ MR. ☒ MS. LAST NAME: DELGADO TERESA

ADDRESS: 521 CASTLEBERRY

CITY: VISTA STATE: CA

ZIP: 92083 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 714 992-1173

SALES ORDER 10087

SALES CLK. B.b

☐ CASH ☐ CHECK ☐ BA ☒ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20136	1	Steam + Dry Iron	67	18 95	18 95
					MERCHANDISE TOTAL	18 95
					SALES TAX	1 14
					TOTAL	20 09

CALIFORNIA CATALOG
SHOWROOM STORE

☐ MR. ☒ MS. LAST NAME: HENRY DIANA

ADDRESS: 6 COTTAGE LANE

CITY: RIVERSIDE STATE: CA

ZIP: 92504 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 714 981-7622

SALES ORDER 10088

SALES CLK. Ann

☐ CASH ☑ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	T70122	1	CHAMPION 2-LANE RACE SET	290	28 99	28 99
					MERCHANDISE TOTAL	28 99
					SALES TAX	1 74
					TOTAL	30 73

CALIFORNIA CATALOG
SHOWROOM STORE

☒ MR. ☐ MS. LAST NAME: DE LUNA JUAN

ADDRESS: 32 MARICOPA COURT

CITY: SAN DIEGO STATE: CA

ZIP: 92120 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO. A.C. 714 277-3221 6

SALES ORDER 10089

SALES CLK. Ann

☐ CASH ☐ CHECK ☐ BA ☑ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	060149	1	ELECTRONIC CALCULATOR	232	23 97	23 97
					MERCHANDISE TOTAL	23 97
					SALES TAX	1 44
					TOTAL	25 41

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10090

☒ MR. ☐ MS. LAST NAME: NORMAN MARION

ADDRESS: 371 HILLCREST APT 6

CITY: SACRAMENTO STATE: CA

ZIP: 95831 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 916 8721343

SALES CLK.: Ann

☐ CASH ☐ CHECK ☐ BA ☑ MC ☐ GIFT CERT.

✓	CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓	H20199	1	CORN POPPER	74	9 97	9 97
					MERCHANDISE TOTAL	9 97
					SALES TAX	60
					TOTAL	10 57

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10091

☐ MR. ☒ MS. LAST NAME: GILBERT SANDY

ADDRESS: 591 SUSSEX STREET

CITY: SAN DIEGO STATE: CA

ZIP: 92116 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 714 2349712

SALES CLK.: CHRIS

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓	060149	1	ELECTRONIC CALCULATOR	232	23 97	23 79
					MERCHANDISE TOTAL	23 79
					SALES TAX	1 43
					TOTAL	25 22

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10092

☒ MR. ☐ MS. LAST NAME: CHRISTOFFERSON JOHN

ADDRESS: 14 SEAVIEW COURT

CITY: LOS ANGELES STATE: CA

ZIP: 90046 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 213 5671337

SALES CLK.: Bob

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓	P30182	2	Shower Massagers	146	23 50	47 00
✓	S80153	1	Pacific Golf Bag	331	38 00	38 00
✓	S80157	1 doz.	Golf Balls	331	7 65	7 65
					MERCHANDISE TOTAL	92 65
					SALES TAX	5 56
					TOTAL	98 21

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10093

☐ MR. ☒ MS. LAST NAME: KINNEY SARA
ADDRESS: 1394 PINE TREE ROAD
CITY: LOS ANGELES STATE: CA
ZIP: 90046 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 213 971 4767
SALES CLK.: Ann
☐ CASH ☐ CHECK ☑ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	T70119	1	RAGGEDY ANN DOLL	291	10 99	10 99
✓	060157	1 DOZ.	BALL POINT PENS - BLUE	237	3 49	3 49
✓	H20136	1	STEAM & DRY IRON	67	18 95	18 95
					MERCHANDISE TOTAL	33 43
					SALES TAX	2 01
					TOTAL	35 44

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER
10094

☐ MR. ☒ MS. LAST NAME: JOHNSON CAROLINE
ADDRESS: 4972 HILLTOP AVENUE
CITY: SAN FRANCISCO STATE: CA
ZIP: 94124 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 415 682 0911
SALES CLK.: CHRIS
☐ CASH ☐ CHECK ☐ BA ☐ MC ☒ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20167	1	ALARM CLOCK	85	10 50	10 50
✓	060149	1	ELECTRONIC CALCULATOR	232	23 97	23 97
					MERCHANDISE TOTAL	34 47
					SALES TAX	2 07
					TOTAL	36 54

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER
10095

☒ MR. ☐ MS. LAST NAME: MC CORMICK J
ADDRESS: 27 MEADOW LANE
CITY: SACRAMENTO STATE: CA
ZIP: 95831 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A.C. 916 892 1347
SALES CLK.: CHRIS
☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	L40101	1	SLIM BILLFOLD	155	7 50	7 50
	~~L40101~~	~~1~~	~~PURSE — Out of Stock~~	~~156~~	~~19 97~~	~~19 97~~
					MERCHANDISE TOTAL	7 50
					SALES TAX	45
					TOTAL	7 95

CALIFORNIA CATALOG SHOWROOM STORE

☒ MR. ☐ MS. LAST NAME: GAIER RANDY

ADDRESS: 2071 WALNUT AUENUE

CITY: WALNUT CREEK STATE: CA

ZIP: 94586 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A C 415 9352091

SALES ORDER 10096

SALES CLK.: Bob

☒ CASH ☐ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	H20158	2	Thermos Jugs 2 Liters	66	8 99	17 98
					MERCHANDISE TOTAL	17 98
					SALES TAX	1 08
					TOTAL	19 06

CALIFORNIA CATALOG SHOWROOM STORE

☐ MR. ☒ MS. LAST NAME: Gallo Conception

ADDRESS: 222 Regency Court

CITY: San Francisco STATE: CA

ZIP: 94132 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A C 415 6872134

SALES ORDER 10097

SALES CLK.: Terry

☐ CASH ☐ CHECK ☐ BA ☐ MC ☒ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	M50162	1	Cassette Recorder	173	4995	49 95
✓	M50164	1	Cassette Carousel	174	995	9 95
✓	060149	1	Electronic Calculator	232	2397	23 97
					MERCHANDISE TOTAL	83 87
					SALES TAX	5 03
					TOTAL	88 90

CALIFORNIA CATALOG SHOWROOM STORE

☐ MR. ☒ MS. LAST NAME: FLANAGAN ELSIE

ADDRESS: 12 BALBOA WAY

CITY: NEWPORT BEACH STATE: CA

ZIP: 92661 DATE: MO 4 DAY 7 YR 76 TELEPHONE NO: A C 714 3971122

SALES ORDER 10098

SALES CLK.: Bob

☐ CASH ☒ CHECK ☐ BA ☐ MC ☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓	J10162	1	Emotion Ring	33	3 99	3 99
					MERCHANDISE TOTAL	3 99
					SALES TAX	24
					TOTAL	4 23

CALIFORNIA CATALOG SHOWROOM STORE

SALES ORDER
10099

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
					MERCHANDISE TOTAL	
					SALES TAX	
					TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10100

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
					MERCHANDISE TOTAL	
					SALES TAX	
					TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10101

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
					MERCHANDISE TOTAL	
					SALES TAX	
					TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER

SALES SLIP 10102

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

MERCHANDISE TOTAL

SALES TAX

TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER

SALES SLIP 10103

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

MERCHANDISE TOTAL

SALES TAX

TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER

SALES SLIP 10104

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO A C

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

✓	CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

MERCHANDISE TOTAL

SALES TAX

TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

MR.
MS.
LAST NAME
ADDRESS
CITY
STATE
ZIP
DATE MO DAY YR
TELEPHONE NO A C

SALES ORDER
10105
SALES CLK.
CASH CHECK
BA MC
GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL

MR.
MS.
LAST NAME
ADDRESS
CITY
STATE
ZIP
DATE MO DAY YR
TELEPHONE NO A C

SALES ORDER
10106
SALES CLK.
CASH CHECK
BA MC
GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL

MR.
MS.
LAST NAME
ADDRESS
CITY
STATE
ZIP
DATE MO DAY YR
TELEPHONE NO A C

SALES ORDER
Extra Form in case of errors
SALES CLK.
CASH CHECK
BA MC
GIFT CERT

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL

PRE-TEST/POST-TEST I
PART 1

NAME _____

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1.	_____	1. How many sales orders were completed for women?
2.	_____	2. Did more men or women purchase styler dryers?
3.	_____	3. How many Shower Massagers No. P30182 were sold?
4.	_____	4. How many customers ordered three different items on one form?
5.	_____	5. Which customer had the highest sales total on one form?
6.	_____	6. What is John Christopherson's phone number?
7.	_____	7. What is the street address of Ray Carver?
8.	_____	8. How many customers purchased Alarm Clock No. H20168?
9.	_____	9. What was the amount of the highest sales tax on any one form?
10.	_____	10. Which sales order was made out to Franklin Washington?
11.	_____	11. What was the least expensive item sold during the day?
12.	_____	12. What was the total amount (including tax) on Sales Order 10079?
13.	_____	13. In what city does Diana Hennry live?
14.	_____	14. How many sales slips did Chris complete?
15.	_____	15. What is the price of one Crock Pot No. H20128?
16.	_____	16. How many people paid using a BankAmericard?
17.	_____	17. How many wrist exercisers (No. S80171) sold?
18.	_____	18. How many Aluminum Tennis Rackets (No. S80192) sold?
19.	_____	19. How many customers have a phone number in the 209 area code?
20.	_____	20. What was the total amount sold to Diane Henry?

PRE-TEST/POST-TEST I

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10061	4/7/76	Arellano, M.	Bob	$ 88.25	$ 5.30	$ 93.55
10067	4/7/76	Carver, Ray	Chris	53.15	3.91	56.34
10087	4/7/76	Chocon, Juan	Ann	51.65	3.10	54.75
10092	4/7/76	Tamora, George	Terry	35.74	2.13	37.06
10093	4/7/76	Kinney, Sara	Ann	34.47	2.07	36.54
				$263.26	$ 16.51	$278.24

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	$ 13.95	$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART IV

Before starting Section I, separate Sales Orders No. 10060—10098 by cutting them along the dotted lines. Be sure to use only forms 10060—10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
6th order form in the stack 10065

4th _____	14th _____	25th _____	34th _____
5th _____	17th _____	27th _____	35th _____
7th _____	18th _____	30th _____	37th _____
9th _____	21st _____	31st _____	38th _____
11th _____	24th _____	33rd _____	39th _____

Section II

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
9th order form in the stack 10060

2nd _____	7th _____	17th _____	25th _____
3rd _____	8th _____	18th _____	26th _____
4th _____	14th _____	20th _____	27th _____
5th _____	15th _____	21st _____	36th _____
6th _____	16th _____	22nd _____	38th _____

SALES ORDER
10105

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK
☐ BA ☐ MC
☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PRICE EACH	TOTAL
		MERCHANDISE TOTAL		
		SALES TAX		
		TOTAL		

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10106

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK
☐ BA ☐ MC
☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PRICE EACH	TOTAL
		MERCHANDISE TOTAL		
		SALES TAX		
		TOTAL		

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
Extra Form in case of errors

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK
☐ BA ☐ MC
☐ GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PRICE EACH	TOTAL
		MERCHANDISE TOTAL		
		SALES TAX		
		TOTAL		

CALIFORNIA CATALOG
SHOWROOM STORE

NAME _____ PRE-TEST/POST-TEST II

PART I

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1.	_____	1. How many sales orders were completed for men?
2.	_____	2. Did more men or women purchase alarm clocks?
3.	_____	3. How many electronic calculators (No. 060149) were sold?
4.	_____	4. How many orders came from people living in San Diego?
5.	_____	5. Which customer had the lowest sales total on one form?
6.	_____	6. What is John Christofferson's phone number?
7.	_____	7. Did Elsie Flanagan pay by MasterCharge?
8.	_____	8. What is the street address of John Christofferson?
9.	_____	9. How many customers purchased styler/dryer No. P30137?
10.	_____	10. What was the amount of the lowest sales tax on any one form?
11.	_____	11. Which sales order was made out to Sara Kinney?
12.	_____	12. What was the most expensive item sold during the day?
13.	_____	13. What was the total amount (including tax) on sales order No. 10092?
14.	_____	14. How many people paid cash for their orders?
15.	_____	15. In what city does Diane Henry live?
16.	_____	16. How many sales slips did Bob complete?
17.	_____	17. How many people paid using a MasterCharge card?
18.	_____	18. How many customers have a phone number in the 714 area code?
19.	_____	19. What was the total amount (including tax) sold to Jose Rodriquez?
20.	_____	20. What did Ms. Flanagan purchased by check?

PRE-TEST/POST-TEST II

PART II

DIRECTIONS: Use sales slips 10061 through 10098 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY GIFT CERTIFICATES

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10079	4/7/76	Thrin, Doris	Bob	$ 18.97	$ 1.41	$ 20.11
10049	4/7/76	Johnson, Caroline	Ann	34.74	2.07	36.45
10097	4/7/76	Caillo, Conception	Terry	83.87	5.03	89.80
				$137.58	$ 8.51	$145.55

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. James Reedy 33 Oak Court San Carlos, CA 94070 (415) 591-1112	M/C	3 tennis rackets No. S80191 p. 345	$ 13.95	$ 2.51
10106	Ms. June Richmond 33 Bell Avenue Napa, CA 94558 (707) 211-3267	Cash	1 pen No. 060158 p. 238	4.00	.24

PRE-TEST/POST-TEST II

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines.

Section I

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below. Be sure to use only forms 10060 –10098.

Examples: 1st order form in the stack 10061
8th order form in the stack 10067

3rd _____	10th _____	19th _____	26th _____
5th _____	11th _____	20th _____	28th _____
6th _____	13th _____	21st _____	29th _____
7th _____	14th _____	23rd _____	32nd _____
9th _____	17th _____	24th _____	34th _____

Section II

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 3rd order form from the top of the stack. Be sure to use only forms 10060–10098.

Examples: 2nd order form in the stack 10061
7th order form in the stack 10066

3rd _____	15th _____	23rd _____	33rd _____
6th _____	16th _____	26th _____	34th _____
8th _____	17th _____	28th _____	36th _____
10th _____	19th _____	29th _____	37th _____
12th _____	22nd _____	32nd _____	38th _____

SALES ORDER
10105

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

QUAN.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
			MERCHANDISE TOTAL	
			SALES TAX	
			TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
10106

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

QUAN.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
			MERCHANDISE TOTAL	
			SALES TAX	
			TOTAL	

CALIFORNIA CATALOG
SHOWROOM STORE

SALES ORDER
Extra Form in case of errors

☐ MR. ☐ MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES CLK.

☐ CASH ☐ CHECK

☐ BA ☐ MC

☐ GIFT CERT.

QUAN.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
			MERCHANDISE TOTAL	
			SALES TAX	
			TOTAL	

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CALIFORNIA CATALOG
SHOWROOM STORE